

**MILPERSMAN 1440-010****Conversion to the Master-At-Arms (MA) Rating**

<b>Responsible Office</b>	COMNAVMILPERSCOM (PERS-811)	<b>Phone DSN</b>	882-3205
<b>COM</b>	(901) 874-3205		
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**Governing Directives**

SECNAVINST 1160.1A,  
 NAVPERS 15909F, Enlisted Transfer Manual (ENLTRANSMAN)  
 BUPERSINST 1430.16D, Advancement Manual (ADVMAN)  
 OPNAVINST 6110.1F, Physical Readiness Program

**Background:** The MA rating provides commands with force protection/antiterrorism specialists who assist in maintaining good order and discipline, law enforcement, and physical security duties. MA's enforce appropriate orders and regulations, make apprehensions, conduct investigations and prepare required records and reports. Due to the unique functions and trust inherent in the MA rating, the quality of personnel selected is of paramount importance and requires strict adherence to eligibility criteria.

**Service Requirements:**

Applicants must:

- Have an ASVAB test score of WK + AR=100 (minimum WK/AR of 45)
- Be a United States Citizen and eligible for access to sensitive information
- Have no NJP or convictions in civilian or military courts in the three years preceding application. Personnel with repeated military offenses, or a conviction by civilian or military authorities for any offense reflecting unfavorably upon their integrity, are ineligible for the MA rating. Personnel with a domestic violence conviction are ineligible (non waivable)
- Must hold a valid state driver's license (no suspended license)
- Have an excellent command of the English language, both verbal and written. Have no speech impediments and ability to write effectively
- Have tested negative in a drug screening test within last 30 days
- Have no history of mental impairment or disorder, emotional instability, alcoholism, drug abuse, or other physical condition that impairs the performance of law enforcement and security duties
- Have normal color perception and vision correction to 20/20
- Be interviewed and recommended by one of the following: Limited Duty Officer (649X), Chief Warrant Officer (749X) or E-7 or above rated MA. If one of the above is not assigned to the command, the requirement can be fulfilled by a similar individual from another command
- Be in good physical condition capable of sustained exertion, meet body fat standards, have not been out of body fat standards within 1 year of the date of the application and be fit for full duty
- Have a minimum of 36 months obligated service remaining on current enlistment from date of conversion to MA
- Any waiver requests must be included in the remarks section of the 1306/7

**Application Procedures:** Each applicant's motivation, qualifications, background, experience and potential to succeed, as an MA will be considered, as well as the needs of the Navy. Service needs take precedence. When eligibility criteria is met, submit the following to COMNAVPERSCOM (PERS-811):

- NAVPERS 1306/7, Enlisted Personnel Action Request signed by the CO (No 'by direction' signatures)
- Copies of performance evaluations covering the last 3 years and copies of any evaluations covering performance as a Law Enforcement Specialist (NEC 9545)

- Letter of recommendation from Security Officer/MA specifically stating member meets all eligibility requirements

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**Selectees:** Personnel selected will be converted to MA upon successful completion of formal schooling or lateral conversion for personnel currently holding NEC 9545.

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**Forced Conversions:** Requests for reversion of personnel whose suitability for continued service in the MA rating is questionable will be sent to COMNAVPERSCOM (PERS-811). Such requests must include a detailed description of the circumstances or reasons why member is no longer eligible to perform the duties of the MA rating and be adequately supported, in fact, by enclosures (e.g. evaluations, counseling sheets, results of NJP, documentary evidence, etc.). Unsuitability includes, but is not limited to, failure to maintain eligibility as outlined in “Service Requirements” above or “functional/performance skills” (e.g. weapons proficiency).